



Arizona Commission on the Arts

Arts Education Project Grant

Grant and Payment Information

What to do first:

- ✍ ✍ Contact your artist/company and inform them the project was funded. Schedule a Planning Meeting with the artist/company and those involved with the project.
- ✍ ✍ Sign up to attend one of our Team workshops for Project Directors and Teaching Artists.
- ✍ ✍ Complete a Sponsor and Artist/Company contract.
- ✍ ✍ Create a calendar/schedule for the entire project assigning responsibilities.
- ✍ ✍ Check with the organizations that are responsible for providing the matching funds for the artist/company services and find out about their paperwork requirements for timely payment.

To receive payment from the Arizona Commission on the Arts:

- ✍ ✍ Complete and mail the original Award Letter and Special Conditions Form with an Authorizing Official's signature (this could be your superintendent, principal, or organization director).
- ✍ ✍ Complete the W-9 and Supplement forms with tax identification number and Authorizing Official's signature (district, school, PTA, etc.). The organization that will be responsible for paying the artist/company should complete these forms. This should **not** be filled out in the artist's name.
- ✍ ✍ Check to make sure the Sponsor and Artist/Company contract is signed by both the Artist and the Sponsor (School, Organization, etc.)
- ✍ ✍ Make a copy of all documents for your files (a handy file folder has been included for your convenience!)
- ✍ ✍ Mail the original Award Letter, Supplement and W-9 forms to the Arizona Commission on the Arts. **No later than October 3rd, 2005**
- ✍ ✍ Mail or fax a signed copy of the Sponsor and Artist/Company Contract (at least one month prior to the start date of the residency).
- ✍ ✍ Complete and submit School Final Report for any 2004-2005 years' projects grants. New grant monies will not be released until this requirement is fulfilled.
- ✍ ✍ **Note:** Both the Commission Grant and Travel/Per Diem funds (if applicable) will be sent directly to the party indicated on the W-9 form (school or organization). The Sponsor is responsible for paying the artist.

PR/Acknowledgement:

- ✍ ✍ Use the enclosed Credit and Publicity Kit and the Commission logos for project publicity purposes.
- ✍ ✍ Credit the Arizona Commission on the Arts and the National Endowment for the Arts in any publicity materials.
- ✍ ✍ Invite Commission staff, Commission members, Legislators, School Board members, media, etc. to observe and participate in project events. Send notification at least three weeks in advance.

To Make Changes/Adjustments:

- ✍✍ Notify the Commission right away if any grant terms and services need to be changed.
- ✍✍ If a project is terminated, the artist will be paid a negotiated fee for their services to date.
- ✍✍ Return any unused grant funds, which are a result of project termination or shortened project length, to the Commission no later than one month after conclusion. Change in scope of the project will change grant amount based on actual fees paid to artist and eligible travel per diem.
- ✍✍ Sponsor should be responsible for travel/per diem costs in the event of re-selecting artist/company from outside the local area, unless travel/per diem funds were allocated in the original grant.
- ✍✍ In selecting a replacement artist(s), feel free to consult the [Arizona Arts Roster](#) as an aid in securing a new Artist. Once the new Artist has agreed to conduct your Residency, follow these steps: School will need to submit a letter of request on school letterhead to the Arizona Commission on the Arts. The letter should indicate why the original artist is no longer being used and why you have selected the indicated replacement artist. Change in scope of the project may reduce the grant amount based on actual fees paid to artist and eligible travel per diem. If the indicated replacement artist is not on the Arizona Arts Roster, that artist will need to submit supplemental material to the commission, (3-5 slides of work, resume and examples of work with schools and other artist in residencies) with the School's letter of request. ACA staff will review school request letter and artist supplemental material.

After the Project:

- ✍✍ Complete the Sponsor/School Final Report Form online through EGOR <http://www.culturegrants-az.org/> submit within two weeks after the residency ends (**no later than July 1, 2006**). Failure to do so may render you ineligible for future funding.
- ✍✍ Share a copy of the Sponsor/School Report with the artist.

If you have questions or concerns at anytime during your residency, please contact us:

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| Kim Willey, Arts Learning Assistant | 602-229-8221 | kwilley@azarts.gov |
| ?? Grants administration (contract, payment questions and final reports) | | |
| ?? General information | | |
| Mandy Buscas, Arts Learning Programs Director | 602-229-8225 | mbuscas@azarts.gov |
| ?? Grants administration | | |
| ?? After school/A.P.P.L.E. Corp | | |
| ?? Liaison with school age/social service organizations and programs | | |
| Alison Marshall, Director of Arts Learning | 602-229-8223 | amarshall@ArizonaArts.org |
| ?? Professional development programs for educators, artists, teaching artists | | |
| ?? Liaison with statewide major arts organization education programs | | |